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Linda McCulloch
Superintendent

March 23, 2007

TO: Public School System Test Coordinators, AIM Contacts, and Authorized Representatives
FROM: Judy Snow, State Assessment Director and Sara Loewen, Data Resource Administrator
RE: Reminders on Demographic data for the Spring 2007 CRT and CRT-Alternate

All student demographic information for the CRT and the CRT-Alternate will be collected through the AIM (Achievement in Montana) System during the Program Participation and Attendance Collections. This data also will be used to determine sub-groups for calculating AYP.

- **The deadline for entering demographic information for the Program Participation Collection in AIM is Sunday, April 15. However, OPI encourages and asks schools to enter their data well ahead of that date. This will allow the schools time to verify their counts, and OPI time to work on data clean up as well.**
- Test Coordinators are encouraged to collaborate with the school's AIM specialist to ensure quality data is entered in a timely manner.
- There will be no demographic data collection or verification through Measured Progress.
- Each Student Response Booklet (SRB) sent to Measured Progress for scoring must have a barcode label or bubbled state student ID.   The links below are provided as a reference.
    - Students Who Move
      http://www.opi.mt.gov/PDF/Assessment/CRT/TA/StudentsWhoMove.pdf
    - Barcode Labels
      http://www.opi.mt.gov/PDF/Assessment/07BarCodes.pdf
- **IF** there is not a barcode label, bubble the State Student ID in the box on page 1.
    - **NOTE:** State Student ID numbers are 9-digit numbers. The grid allows coding of up to 10-digits; therefore, please bubble a leading zero before the 9-digit State Student ID number.
- **With a barcode label or a bubbled State Student ID, complete the following**
    - **Before** testing, on page 1, students will:
        - Code the Form box
        - Write (not in the bubble grid) their name and teacher name in the appropriate box.
        - If in grade 10, code Vocational Educational Information.
    - **After** testing, on page 2, school or system test coordinator will:
        - Code Sections 1 and 2 as appropriate
        - NOTE: Special information for Section 1
            - If students have not been in school or district entire academic year, please mark the appropriate bubbles.
            - If students took the CRT-Alternate, mark the appropriate bubble.

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